

TOWN OF GREEN BAY PLANNING COMMISSION MINUTES

DATE: 5/19/15

TIME: 7:01 p.m.

PRESENT: Bob Boncher, Mike Gilson, Dawn Goodman, Gary Jonet, John Metzler, Jack Salewski

ABSENT: Jason Miller due to prior scheduled personal obligation.

Others Present: 8: Mead & Hunt Rep., Mark Sauer; Mead & Hunt Rep., Dustin Wolff; Town Chairman, Lee Dechamps; Town Supervisor, Ryan De Broux; Town Supervisor, Cary Dequaine; Ron Abts, Pete Mathu; Toni Mertens. See attached sign in sheet.

APPROVAL OF LAST MEETING'S MINUTES: John Metzler opened the meeting and noted that the meeting notice was properly posted in 3 places. The April 21, 2015 Minutes were reviewed. Gary Jonet made a motion to accept the minutes as presented. Mike Gilson seconded the motion. All approved.

(7:05-7:22pm) ISSUE #1: Continued discussion of new standards for development in areas with potential storm water management issues.

John Metzler stated he would like to move this matter into the Comprehensive Planning Session discussion with Mead & Hunt to hear what services they provide in this regard and any advise they might have. The Planning Commission agreed. Mead & Hunt agreed. John re-capped the concerns that have arisen and explained that he had talked with some Town of Scott representatives about their use of an engineer on standby and that they worked with Mead & Hunt. He asked Dustin and Mark if either of them have worked with the Town of Scott. They stated they do not, but other representatives from Mead and Hunt do so. Dustin advised that he believes it may not be necessary to have an engineer review all new buildings, but only those in developments and/or areas where there may be known or potential issues. Dustin and Mark advised it would be to the Town's benefit to have an independent engineer on call to look out for the Town's interests, reviewing such things as the initial designs, grades, elevations, proper drainage, etc. and then also to do follow-up once the development is finishing. They stated the Mead & Hunt representatives who can discuss these services more in-depth are named, Scott Brosteau and Paul Willis.

Lee Dechamps questioned the costs/billing for such services. Dustin stated it is often built into the building permit procedure. John Metzler explained that the Town of Scott representative he spoke with had told him that extra expenses for engineering & additional inspector reviews are being built into the initial fees charged to developers/builders (like bonds), and then they can be refunded if not all of the costs are incurred. Dawn Goodman added that she saw similar fees listed on other surrounding municipality websites she had checked. Dustin added that usually building inspectors determine grades, elevations, etc. and then they do follow-ups during the building process. Gary Jonet asked if covenants could be utilized to address some of the issues in a known problematic area. Dustin said that covenants are often used to add additional requirements more strict than the municipality might have imposed. Dustin stated that in regards to the situation of the current development on Highway P with the home having drainage issues and concern over its impact on current and future building sites, that the Town should consider having an engineer come in to discuss the situation and help determine the appropriate grades and standards for the remaining undeveloped lots and the development. He also suggested that an engineer consultant could help the Town investigate possible fixes for the current issues. John Metzler stated he would like to have Debbie Mercier put this matter of hiring an Engineer consultant on the Town's June agenda. He asked the Town Board members at the meeting if they were in agreement. They agreed. John asked Dawn Goodman to notify Town Clerk Debbie Mercier to put the matter on the June agenda.

(7:23 to 8: pm) ISSUE #2: Continuation of the Comprehensive Plan Update (Comprehensive Plan Work

Group Meeting 4): Chapter 3: Transportation and the Transportation Facilities Map; Chapter 4: Economic Development; Chapter 8: Intergovernmental Cooperation; Chapter 9: Implementation.

Dawn Goodman told the Mead & Hunt representatives she had photos to be reviewed if they want to use them for the Comprehensive Plan. The photos were of the Bay Shore Park Bicycle Trail, the SAGBRAW bike tour at Bay

Shore Park, 1 Belgian Bike ride at Bay Shore Park, 2 bike rides at the Sweet Seasons restaurant, and 1 Kayak event at Bay Shore Park's beach. Dustin and Mark agreed to review them and the photos were transferred to them via a thumb drive.

Dustin asked if the Town's website is utilized very much and if the Comprehensive Plan could be shown on there. Dawn Goodman stated that Town Clerk Debbie Mercier was working with the web developer, updating the site and that there was an area already set aside for the Comprehensive Plan.

Housing concerns were re-visited briefly.

Dustin confirmed that **farm lot splits** were agreeable to everyone, as discussed in the past.

Dustin questioned what concerns still existed concerning **Granny Flats**. It was determined that the main concern is what will happen after the person it was intended for no longer resides at the home or the home is sold. Dustin suggested after some discussion that perhaps both access and utilities be dependent on the main household (example, have only 1 entrance), so that it is less likely to be rented out. Dustin suggested that Size limitations might also help in that regard. Dawn Goodman suggested that having a separate entrance might make the Granny Flat area useable as a home office option after the user is no longer there, since they require a separate entrance for tax purposes. Lee Dechamps suggested a conditional use permit with a yearly review might be an option. Dustin questioned how many of the Granny Flats were actually in the Town currently and is it really an issue and worth a yearly review? It was agreed that since they were not currently an issue and that they should be allowed to continue as currently covered in the zoning and that the option of Granny Flats should stay as is and not be promoted.

Chapter 3: Transportation.

The chapter was reviewed as well as the map. Dustin asked if there were any **noteworthy traffic intersections** that were of concern. Dawn Goodman stated **the intersection of County Rd T and K** should be considered because of the amount of people who have died at that intersection over many years and she stated options for improving safety (roundabouts, flashing stop signs, continued use of rumble strips), were actually discussed even back at the prior Comprehensive Planning years before. Others at the meeting stated the accidents there were due to in-attention/driver error. Dawn stated that since it was a consistent place for deaths over the years, that it should still be addressed. Cary Dequaine stated **the County Rd T and Highway 54 intersection** had been brought to the attention of the DOT during a meeting discussing the upcoming Highway 54 reconstruction because of the increase in traffic and difficulty for locals crossing Highway 54 during rush hours. Lee Dechamps stated he spoke with the DOT about **the area of Highway 54 adjacent to Warehouse Drive, heading east along Highway 54**, because of the industrial park's business owners and area residents concerns about the safety of anyone trying to turn left (north) into the industrial park off of Highway 54. Lee stated there were 2 solution options given by the DOT to include in their upcoming reconstruction of Highway 54: the town could pay for a passing lane (very expensive), or a long, paved shoulder (less expensive). Dustin stated that all of these areas of concern could be "called out" in the plan so that awareness is raised.

Best bicycle routes through the area were discussed (County Rd K, County Rd P, County Rd DK). Dawn explained that the area is popular to bike through (even tours sometimes pass through), because of the option for riders from Green Bay taking Nicolet Road up to the Chalet restaurant, then making their way over to Bay Shore Park trail and then down to Dyckesville to ride along Highway DK, a low traffic option along the Bay to go as far as Sturgeon Bay and connect to the Door County trails. She explained other options are to come up through UWGB, take back roads through New Franken to County Rd K or Van Lanen Rd, and then down County Rd P to DK. Dustin pointed out bicyclists tend to spend money where they tour and that they are an economic factor that should not be ignored.

Other Transportation modes were also discussed. Dawn Goodman stated that it should also be noted that many area residents own **boats** due to the Town's proximity to Bay Shore Park's boat landing, the Bay of Green Bay and other popular nearby waterways.

Dawn also pointed out that the local roads are increasingly popular for **residents walking and running** after work hours. And she reminded the group that people from various religious organizations also use the area roads to walk out to the Shrine of Our Lady of Good Help on **religious processions and or pilgrimages**, sometimes from as far away as Green Bay. Lee Dechamps told the Mead & Hunt planners that he has asked the Planning Commission to develop a parade/procession fee and/or policy in this regard.

Chapter 4: Economic Development

Table 18: "2013 Employment Status by Percentage of Population 16 years and older" was reviewed. Dustin noted the Town's unemployment level is below average, which is a definite advantage.

Table 19: "Employment by Industry Group, 2013. Brown County & Wisconsin LQ Analysis" was reviewed. Dustin stated the town is "rural agrarian", and could be described as almost a "bedroom community" now. He stated our location quotient is at a good number and that commuting times make the Town attractive.

Table 20: "Town Strengths & Weaknesses for Economic Development" were reviewed. Dustin stated that the Town has not really carved out its economic niche yet, but has a variety of businesses.

Community Design Standards were then reviewed. Dustin suggested again that the Town should strengthen and enforce **higher quality appearance standards** along higher profile areas such as Hwy 54 and 57 and high visibility areas, **discouraging outdoor storage and loading docks especially in front of businesses**. He suggested the use of berms, screens, fencing and other attractive materials to provide higher quality appearances. He also suggested **controlled and/or reduced lighting** at businesses would be helpful.

Tax Increment Financing (TIF) was explained and suggested as an option for economic development. Dawn Goodman suggested it did not seem like something the Town usually pursued, that the Town tends to be fiscally conservative, and that such a TIF plan might even be risky based on the current economic conditions and the Town not having the expertise to develop such plans. Dustin asked everyone if he should strike TIF from the new plan. All agreed.

Chapter 8: Intergovernmental Cooperation

Goals & Objectives were focused on. Dustin suggested the Town have *routine joint meetings with adjoining municipalities* to assure agreement on shared issues and concerns like zoning, municipal services, land use, transportation plans, etc.

He explained and encouraged the Town to *develop extra territorial zoning* with the City of Green Bay and New Franken on future development areas and plans that might impact the Town.

He encouraged the Town to work with the DNR and Brown County to maintain, *improve and even market the rich natural resources* in our area. He stated improvements such as *paved shoulders* for the many bicyclists who come through our area would help attract more cyclists. Dawn Goodman added that such improvements would also help the local resident pedestrians (walkers/joggers) as well as the pilgrims/tourists coming for the Shrine; and more accommodations such as *increased boat launch areas* for the many local and visiting boaters (motorized and kayak/canoe types) would also be beneficial. Dustin stated it would be a good investment to work at *linking up with Kewaunee County and other communities for recreational trail interconnectivity and development* as well.

CHAPTER 9: Implementation

The Plan adoption process was reviewed. **Table 29: “Recommended Implementation Programs and Actions”** was reviewed. Dustin emphasized that the most helpful thing to do with the Comprehensive Plan is to *review it routinely*, and try to *refer to it when devising new policy*, and *keep it up to date*, reviewing it every couple of years to stay on top of matters.

Dustin ended the meeting stating that they would make the changes to the plan based on new input at this meeting and would bring a draft of the entire plan to the next Planning Commission meeting in June.

Other Business: There was no other business to cover at this meeting.

Date & Time of Next Planning Commission Meeting were set: Tuesday June 16, 2015 at 6:45pm if needed, otherwise the 7:00 pm usual start time.

Motion to Adjourn Made by: Bob Boncher, Gary Jonet seconded. **AYES 6 NAYS:** None. **Motion Carried.**
Time of Adjournment: 8:48 p.m.

Planning Commission Chairperson

Planning Commission Secretary